

Penbrook Police Department

Joseph N. Hogarth, Chief of Police

Application for Employment

Penbrook Borough is an Equal Opportunity Employer and there is a necessity to hire candidates that represent the diversity of our community. All qualified applicants will be considered without regard to race, color, religion, national origin, ancestry, gender, disabilities, age or any other characteristic protected by law. Reasonable accommodations for the needs of otherwise qualified applicants with disabilities will be made upon request.

Applicant Information

Name: _____
Last First Middle

Address: _____
City State Zip

Email: _____ Phone: _____ Phone: _____

Last 4 of social security _____

Are you a U.S. citizen? _____ Naturalization Number if applicable: _____

Are you at least 21 years old? If not, list age _____ Do you have a valid PA driver's license? _____

Do you have a high school diploma or GED? _____ Are you a veteran? _____

Do you wish to claim veteran's preference status? _____ Are you ACT 120 certified? _____

Documents That Must Accompany This Application

- A non-refundable check or money order made out to Penbrook Borough in the amount of \$20.00
- A photo copy of your valid driver's license
- Essential Duties Form
- If you're claiming veterans' preference, a photocopy of DD-214 (member 4 copy) and any other official military document(s) which include all of the following:
 - Character of service
 - Dates of entry
 - Completion of basic training
 - Completion of military service commitment

OFFICE USE ONLY

Date Received: _____ Time Received: _____ Received by: _____

Essential Duties of a Police Officer

- Running for several hundred yards or more
- Climbing over obstacles
- Crawling, including in confined spaces
- Pushing motor vehicles
- Using physical force, including deadly force, to apprehend or subdue arrestees
- Pulling or carrying people to safety
- Withstanding prolonged exposure to extreme weather conditions
- Withstand prolonged periods of standing or sitting
- Withstand frequent exposure to stress-producing situations such as encountering persons injured or killed by accidents, crimes or suicide
- Dealing with domestic disputes
- Dealing with verbal and physical abuse to you, including taunts, insults and threats to you, your family or other officers
- Recognize and communicate effectively with individuals, including those suffering from trauma or other special needs
- Safely operate a motor vehicle for long periods of time and under hazardous road and driving conditions
- Use a firearm or other weapons effectively
- Effectively read, write and comprehend the English language
- Complete written reports in a clear, concise and efficient manner
- Testify effectively and efficiently in court proceedings

I have reviewed the above list of essential job functions for the Penbrook Borough Police Department and assert that (check one):

- I can fully perform all duties without reasonable accommodations
- I can fully perform all duties with reasonable accommodations
- I cannot fully perform all duties even with reasonable accommodations

Printed Name

Signature

Date



Hiring Process

Dear Applicant,

Thank you for your interest in working for the Penbrook Borough Police Department and welcome to our employment application process. Please read the following instructions for complying with the process and remaining eligible throughout. Police work demands attention to detail, exactness, neatness, and clarity when reporting or documenting information and most importantly, honesty regardless of any consequence the truth may bring. You, and only you, are responsible for the information contained herein, as well as anything else required of you throughout this process. Not following the instructions set forth, or disregard of me or any of my staff or designees will likely result in disqualification from the process.

- Carefully read and review all forms and meet all deadlines stated.
- Do not make any payment that will result in insufficient funds
- Check email and voicemails regularly and frequently for updates from me or my staff
- Do not miss any deadlines or show up to any of the testing stages late
- Wear appropriate attire to each stage of the process
- Show your valid driver's license at each testing site

After the application deadline passes, all applicants will be notified of the next step(s) in the process which includes a physical fitness test, a written exam, and an oral board exam. Each applicant must successfully pass one stage prior to moving on to the next.

Qualification requirements as well as automatic disqualifiers can be found in our Borough Civil Service Regulations. The regulations can be read or downloaded from our website, www.penbrook.org

Police Officer, Penbrook Borough, Dauphin County

The Penbrook Borough Police Department is currently accepting applications for the position of full-time police officer from any Act 120 Certified persons. The department is an accredited agency with 9 full-time and 1 part-time officer.

Application Process:

Applications for the position may be obtained from either the borough office or downloaded from www.penbrook.org. The applications must be dropped off in person during the office hours of 8:30am and 4:30pm, Monday through Friday. A non-refundable testing fee of \$20.00 must accompany the application. The borough does not accept credit cards. Applications will be accepted until further notice. The borough office is located at 150 South 28th Street, Harrisburg, PA 17103. Checks are to be made payable to Penbrook Borough.

Requirements:

- U.S. citizen
- High school diploma or GED
- 21 years of age or older
- Valid PA driver's license
- ACT 120 certification

A physical agility test followed by a written exam will be announced to all applicants via email.

Penbrook Borough is an Equal Opportunity Employer and does not discriminate on the basis of age, gender, marital status, sexual orientation, race, color, creed, national origin, political affiliation religion or disability.



What do our officers have to say?

The Penbrook Police Department is a contender for the best place to work in Central Pennsylvania for several reasons. Setting aside the benefits package, amount of paid time off, and having every other weekend off regardless of seniority, which are all great reasons by themselves, this department has hard working employees that enjoy the job. The job itself comes with handling a lot of the drama and stress of individuals we interact with and it's important not to have any added drama or stress within the workplace. I'm happy to say that, with a lieutenant and chief who promote proactive work, a borough council who supports us, a mayor who is on our side, and coworkers who all want to see the department thrive, there is an environment here in which you would work that allows you to focus on the job and be good at it. If you want to be a police officer without the politics or micromanagement getting in the way, Penbrook Borough is the place to apply.

Officer Anthony Aquiler

Although the salary at Penbrook may be lower than larger agencies, there is something to be said for being truly happy at your job. The environment within the Penbrook Police Department and the Borough makes it an enjoyable place to work. I have yet to have a day when I dread coming to work. We have the utmost support from our Borough Council and Mayor, in addition to our command staff. Our department is provided with high quality equipment and vehicles, which aid not only in our service to the community, but in keeping us safe on the job. The benefits package is substantial, covered by the Borough, with minimal co-pays. Our command staff allows us to be as proactive as we wish, and the smaller department is conducive to those looking to work independently with minimal micromanagement. There is freedom here to be as busy as you want, especially with main thoroughfares in and out of Harrisburg City.

Officer Isaac Tritt

If you are looking for a long and enjoyable career in law enforcement, I encourage you to consider the Penbrook Police Department.

Historically, this department has an extremely low turnover rate. Several recent retirees stayed over three decades. I believe this longevity is due in part to the amazing support we receive from our administration and elected officials. We are currently in the beginning of a five-year contract which will not have to be negotiated again until the end of 2026. Starting salary is over \$50,000 with frequent step

increases which bring base pay to over \$80,000 in just six years not even including overtime potential and longevity pay. We work rotating 12 hour shifts with every other weekend off. Paid time off is so generous, generally our officers don't even use it all. In that case, we are paid for our unused time.

We are a small department who serves a small community of approximately 3000 residents. Working in this relatively small community provides an amazing opportunity for the members of this department to build meaningful relationships with the people we serve. Many residents know individual officers by name.

At this department, proactive police work is not just tolerated, it is encouraged. Although call volume is steady, there is generally ample opportunity for self-initiated police work.

If you are a motivated individual looking not just for a job, but a career, I would encourage you to apply. If you have any questions about the department, please feel free to contact me.

Lt. Jesse Foltz
jfoltz@penbrook.org

